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Committee called to order by Heather Leavell, Co-Chairman, on November 13, 2012 at 7:15 p.m.

Members present: Heather Leavell, Co-Chair, Sarah Burks, Co-Chair, Aimee Taberner, Co-Chair, Jacqueline Bates, Roly Chaput, Terry Shaoul, Recording Secretary, Paul McGaffigan, Treasurer, James McGough, Trustee Emeritus. Advisor: Chuck Luca. Members Absent: Dan Johnson, Geraldine Tremblay, Christine Sharbrough.

Minutes of October 9, 2012 - S. Burks made a motion to approve the October minutes as corrected. J. Bates second. Unanimously approved.

Treasurer's Report - The Treasurer's report was distributed to the Trustees. Did better than year before for Art on the Green. Mr. Kmiec has cashed his check. The Skylight Studio event received donations from those who were unable to attend that event. S. Burks made a motion to approve the October and November Treasurer's Report. T. Shaoul second. Unanimously approved. S. Burks also made a motion that the Corporation issue a check in the amount of \$480 to United Sign Company for the balance due on our sign. A. Taberner second. Unanimously approved. P. McGaffigan asked the Board to bring any bills to the December meeting. Bills - H. Leavell for April, May and June services expensed on the Museum collection \$1,000. R. Chaput made a motion that the Corporation pay H. Leavell the amount of \$1,000. S. Burks second. Unanimously approved. P. McGaffigan - expensed tip to caterer in the amount of \$40. A. Taberner made a motion that the Corporation reimburse P. McGaffigan in the amount of \$40. S. Burks second. Unanimously approved. Discussed sending a thank you gift to Bob and Kathy Shure. J. Bates made a motion to send a gift basket to Bob and Kathy Shure not to exceed \$75. T. Shaoul second. Unanimously approved

Volunteer - Volunteer report distributed. J. McGough had another lady from the Mormon Temple who may want to help out in a few months. J. McGough received thank you note from Cynthia Prescott Phd from University of North Carolina, Dept. of History. She is studying Pioneer Mother monuments. J. McGough gave her information to help her. T. Shaoul made motion to accept the Volunteer report. A. Taberner second. Unanimously approved. A. Taberner suggested that we have an open house to try to cultivate more docents next year.

150th Anniversary - Skylight Studio event went very well. Learned a lot from Bob Shure's talk and seeing his work in person. It was suggested that the Museum offer Bob Shure and Nelson Dale Honorary Memberships as they both advise the Board. R. Chaput made a motion suggesting honorary memberships to Bob Shure and Nelson Dale. S. Burks second. Unanimously approved. H. Leavell will send a letter to both of them. H. Leavell also mentioned Bob Shure offered that we could purchase the Massasoit bust at cost and sell it in the gift shop. It was decided to put in an initial order of 15. A. Taberner made a motion the the Corporation pay Bob Shure in the amount of \$240 for 15 Massasoit busts. J. Bates second. Unanimously approved. H. Leavell mentioned that Nick (Bob's intern) would like to help out with the Museum.

Fundraising - H. Leavell reported Annual Appeal letter will be ready to go out by first week in December.

Collections - We will be setting up a data base to catalogue the Rell Francis Collection.

Marketing - S. Burks suggested that we need to set a budget amount for next year. A. Taberner suggested looking at last year's budget and upgrade from there.

Security - J. McGough reported going to open Museum the alarm was going off. No police or American Alarm were on site. We need to upgrade the system.

New Business - Re-appointment of S. Burks to another 3 year term as Trustee. A. Taberner made a motion to recommend to the Board of Selectmen that Sarah Burks be re-elected for another 3 year term as Trustee for this Museum. J. Bates second. Unanimously approved. S. Burks accepted the position. A. Taberner reported that the Arlington Cultural Council still enthusiastic with the Cultural Renaissance in Arlington Book Project. They renewed the Grant application and we should hear in a few weeks. Doreen Stevens talk on Vittoria Dallin was well attended and well done. J. McGough asked if we could get 2 DVD's - 1 for our Archives and one for Pat McCabe who had to leave early. R. Chaput will check with the videographer. J. McGough advised that after Thanksgiving and through the end of December he will not be able to be at the Museum on Wednesdays, Thursdays or Fridays. H. Leavell will put together a schedule and see what we can do. T. Shaoul advised the Board that after ten years of being the Scribe/Recording Secretary, that she is stepping down from that position at the end of this year. She will remain as a Trustee but a new Secretary needs to be found. J. Bates offered her services in the interim.

A. Taberner made a motion to adjourn. T. Shaoul second. Unanimously approved.

Meeting adjourned at 9:05 p.m

Terry Shaoul, Recording Secretary